



*A guide to
services of the*
**ARKANSAS
SECRETARY
OF STATE**



THE SECRETARY OF STATE'S OFFICE

An Overview

DIVISIONS OF THE SECRETARY OF STATE

- BUSINESS AND COMMERCIAL SERVICES
- BUSINESS OFFICE
- CAPITOL POLICE
- COMMUNICATIONS AND EDUCATION
- ELECTIONS
- GOVERNMENTAL AFFAIRS
- INFORMATION TECHNOLOGY

The Arkansas Secretary of State is charged as an archivist, registrar and resource through a diverse range of duties — from overseeing the state's elections to collecting franchise tax and caring for the State Capitol.

These areas touch each Arkansan in very real ways, whether it's through the officials they elect, the businesses they shop or the Capitol they visit. Secretary of State Mark Martin and his staff take great pride in the significance of these duties and are dedicated to ensuring their integrity, accuracy and accessibility to the people of Arkansas.





BUSINESS & COMMERCIAL SERVICES

BCS Services

Articles of
Incorporation

Certificates of Good
Standing

Franchise Taxes

Notaries Public

UCC Liens

The Business and Commercial Services division serves individuals and companies who conduct business within Arkansas, whether they're based inside the state or elsewhere.

This office is located two blocks east of the Capitol in Suite 250 of the Victory Building.

BCS is where entrepreneurs begin to find a unique name for their company, then file as a for-profit or non-profit corporation, limited partnership, limited liability company or other type. The department also records trademarks, conducts UCC lien searches, and files notary public certifications.

A major responsibility of the department is collecting more than \$14 million in franchise tax payments each year. Companies pay the franchise fees to conduct business in Arkansas based on the amount of outstanding stock of the corporation. Much of the funds are designated for the state school equity fund. The remaining tax dollars are placed back into the state's general fund.

Many of our business services are available online. Conveniently access certificates of good standing, pay franchise taxes, search for fictitious names and file many of the related forms — all from your own desktop. Just visit www.sos.arkansas.gov.



CAPITOL FACILITIES

Capitol Facilities Services

Capitol Maintenance

Custodial Services

Landscape
Management

Restoration

Capitol Facilities plays a crucial role in preserving and protecting the century-old Capitol building, as well as surrounding buildings and grounds. Responsibilities of this division include building maintenance and custodial services, as well as maintaining the heating/cooling, plumbing and electrical systems for the State Capitol's 287,000 square feet.

The department also develops plans for the preservation, upkeep and improvement of the Capitol and grounds. It's easy to see examples of their work – efforts such as repainting,



ELECTIONS

Elections Services

Election Oversight

Candidate Filing

Campaign
Contribution &
Ethics filings

Voter Registration
Coordination

Agency Rules &
Regulations Filings

One of office's vital duties is maintaining the state's records for all federal, state and district elections. This responsibility speaks to the very heart of our government to ensure fair and consistent elections.

The federal Help America Vote Act (HAVA) of 2002 expanded the Secretary of State's role in voter registration and election administration. Election coordinators work closely with county clerks and election commissioners to conduct elections in the state. County

officials file official results with this division following every election. As part of the National Voter Registration Act (or "Motor Voter"), the division also coordinates with public agencies to provide voter registration materials and training.

This division maintains a variety of other records and filings. Candidates and elected officials file political practice pledges and financial disclosure reports in Elections. Lobbyists, political action committees and agents for professional athletes also file here. The office also records incorporations of cities and annexations, as well as regulations passed by state agencies.



SUPPORT SERVICES

Support Services

Business Office


Capitol Police

Gift Shop

Human Resources

Governmental Affairs

Other departments work to support the State Capitol and the mission of the Secretary of State's office. Their roles range from accounting, purchasing and employee benefits to security, government relations and retail sales.



cleaning, remodeling and restoring both the interior and exterior of the Capitol. Despite the challenges presented by time and weather, these ongoing efforts help preserve this magnificent structure for generations to come.

Capitol Facilities staff maintain the lawns, plant beds, parking lots, walkways and monuments around the Capitol's 25 acres. Each season of the year — whether it's blooming flowers in spring or colorful leaves in autumn — provides beautiful views around the landscape.

One of the most popular times at the Capitol is the Christmas season, and Capitol Facilities plays a pivotal role in the celebrations, installing thousands of exterior lights and decorations. They also set up for events, both at the holidays and throughout the year.



COMMUNICATIONS & EDUCATION

Communications & Education Services

Capitol Tours

Community Outreach

Creative Services

Education Programs

Event Coordination

Exhibits

Media Relations

Programs of the Communications and Education division strive to inform the young and young-at-heart about elections, the State Capitol, Arkansas history and citizenship.

The division provides educational materials to schools, coordinates events, creates seasonal exhibits and manages communications with the media and the public at large. Graphic designers and photographers create newsletters and brochures, photos and videos to support all services of the Secretary of State's office and promote the Capitol.

Thousands of visitors from around the world tour the Arkansas State Capitol each year. Guided tours are conducted each weekday, 9 a.m. to 3 p.m. Guests may explore at their own pace with a self-guided tour of the building or grounds, available at Visitor Services on the first floor.

The ComEd division is a resource for schools around the state, providing programs and materials for teaching Arkansas history. Outreach staff also make presentations to community organizations and serve as liaisons between the office and county officials.



Helpful Numbers for Secretary of State Services

Business and Commercial Services	(501) 682-3409
Business Office	(501) 682-8032
Capitol Events	(501) 682-6042
Capitol Facilities	(501) 682-3685
Capitol Police	(501) 682-5173
Communications and Education	(501) 683-0057
Elections	(501) 682-5070
Executive Office	(501) 682-1010
Gift Shop	(501) 682-3593
Governmental Affairs	(501) 682-1441
Information Technology	(501) 682-3411
Visitor Services	(501) 682-5080



**ARKANSAS
SECRETARY OF STATE
MARK MARTIN**

**State Capitol, Suite 026 • 1401 West Capitol Ave., Suite 250
Little Rock, AR 72201
www.sos.arkansas.gov**